

Town of Fremont Parks and Recreation Department
Camp Fremont

JOB DESCRIPTION

TITLE:	CAMP PERSONNEL
QUALIFICATIONS:	Applicants must be dependable, adaptable, creative, enjoy working with children, have good communication and problem solving skills, and be a positive role model for campers. All applicants must be certified in Child CPR and preferably certified in First Aid. Prior experience working with children is required. Applicants must possess specialized skills in the following areas: special events, arts and crafts, sports, games, management of group activities, as well as, ability to connect individually with campers, behavior management, and daily event planning and implementation. Applicants may be required to pass a Criminal Background Check.
RESPONSIBILITIES:	<p>Work under the supervision of the Summer Camp Director and the Parks and Recreation Committee.</p> <p>Identify and meet camper needs.</p> <p>Supervise campers at all times, ensuring safety and preventing accidents.</p> <p>Adhere to the guidelines outlined in the Camp Manual.</p> <p>Plan and implement daily camp activities according to the expectations set forth by the Camp Director.</p> <p>Maintain, organize, and clean camp facilities, supplies, and equipment.</p> <p>Perform various administrative tasks including signing in and out campers, providing before and after care, completing incident and accident forms, maintaining positive public relations with parents, and other assorted duties.</p> <p>Carry out departmental discipline procedures, ensuring that all campers are held to high behavioral expectations.</p> <p>Supervise and mentor Counselor in Training (CIT) participants</p>
WORK HOURS:	Must attend in-service training and staff meetings. Will need to be available to work Monday– Friday, 8:00 a.m.– 4:00 p.m. Hours may not exceed 40 hours per week.
COMPENSATION:	Pay is commensurate with experience and job title, from \$8.00- \$12.50 per hour.



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SUPPLEMENTARY INFORMATION FOR CAMP STAFF APPLICATION

PLEASE COMPLETE THIS 2-PAGE FORM AND RETURN IT WITH YOUR RESUME,
LETTER OF INTEREST, AND LIST OF REFERENCES.

Please indicate the position you are applying for:

- () Activities Coordinator
() Camp Counselor
() Substitute Camp Counselor

Name:	
Address:	Home Phone:
City:	Cell Phone:
State: Zip:	Email Address:

Please indicate any restrictions on availability to schedule an interview for this position:

Preference will be given to applicants who are able to work the entire length of the program. Are you able to work all scheduled weeks (July 7– August 15)? ___ YES ___ NO If not, what dates would you need off? _____

Are you able to attend in-service training on July 1st and 2nd? ___ YES ___ NO

Please indicate the following:

___ I am certified in Child CPR by _____. This certification will remain current through the summer.
(Please attach a photocopy of your certification to your application.)

___ I am not certified in Child CPR. I will attend the session provided during in-service training to gain this certification.

Do you possess any additional certifications, licenses, or specialized training that increase your qualifications for this position? Please list them:

What do you consider to be your strengths and weaknesses?



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SUPPLEMENTARY INFORMATION FOR CAMP STAFF APPLICATION

Please list any recreation, physical education, teaching, coaching, camp, or related experience that you have:

Dates	Organization	Location	Experience

What activities have you participated in?

What positions of leadership have you held?

Why do you want to work as a counselor at Camp Fremont?

How would you deal with a child that uses bad language or does not respect others and their property?

What is your definition of a good counselor?

Is there any additional information you would like us to consider when reviewing this application?



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3/25/08

Dear Applicant,

Thank you for your interest in our Camp Counselor positions. Camp Fremont is a day camp that is operated out of the Ellis School gymnasium in Fremont, NH. Students who were in enrolled in grades 1-8 during the school year are permitted to attend. The traditional camp day is from 9:00 a.m. - 3:00 p.m. We also provide an additional hour of before and after care, which you would be asked to work on a rotating schedule.

We offer the students a structured day full of creative activities based around a theme that changes each week. We typically go on approximately two field trips per week. The students have a small amount of "free time" each day during snacks and lunch but the majority of our activities are planned.

We are looking for individuals who can bring new ideas and energy to our program. We expect that you will have a strong work ethic, a pleasant demeanor, strong supervisory and managements skills, and the ability to handle disciplinary issues (though our campers are very well-behaved). We set high personal standards for our campers and seek staff members that can act as strong role models.

If you wish to apply for a camp staff position, you will need to submit the following information:

- Resume
- Letter of Interest
- List of references
- Supplementary Information for Camp Staff Application Form

Please return the required forms to the address listed below and feel free to include any personal letters of recommendation that you would like to share. Application and informational forms can be found on the town website at <http://fremont.nh.gov/fnhgparkrecl.shtml> or by contacting the Fremont Town Hall at (603) 895- 2226.

We are currently accepting applications for full-time and substitute camp counselors. Compensation is determined based upon your experience. We will start conducting interviews as soon as April 2, 2008 and will keep the positions open until they are filled.

Should you need any additional information, please feel free to contact me personally. Thank you for considering us as an employer.

Jennifer Jaquith, Director
Camp Fremont
284 Main St. Apt 3
Fremont, NH 03044
(603) 895- 4869
missjl133@yahoo.com

Please return all applications to: Camp Fremont Staff Application, Parks & Recreation Dept.,
PO Box 120, Fremont, NH 03044-0120
(603) 895- 2226



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